

1

3

4

5 6

7

8

9

CITY OF HOUSTON

FINANCIAL ANALYST II

Job Posting

ALL PERSONS INTERESTED Applications accepted from:

Job Classification Posting Number

PN# 110512 Department **Houston Emergency Center** Information Technology Division 5320 North Shepherd Section Reporting Location M - F, 8:00 a.m. - 5;00 p.m.*

Workdays & Hours *Subject to change

DESCRIPTION OF DUTIES

Performs technical work of average complexity involving analysis of financial statements and reports, preparation of work papers, schedules, graphs, charts and reports. Develops interpretations and provides recommendations to management. Assist department representatives in the implementation of new financial programs and procedures as it relates to project and interdepartmental accounting. Analyzes financial statements and reports on project and interdepartmental accounting activities. Compiles financial data and prepares work papers schedules, graphs and charts on project and interdepartmental costs and revenues. Prepares interpretations of analysis and submits recommendations on project and interdepartmental accounting activities. Assists in the design and development of financial policies and procedures for interdepartmental costs and revenues. Advises department accounting staff in developing and strengthening their interdepartmental financial and accounting capacities. Advise department representatives in the review and evaluation of selected financial reports on projects and interdepartmental activities. Performs other duties and special projects as requested.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

Position is physically comfortable.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for the above experience requirement.

MINIMUM LICENSE REQUIREMENTS 13

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to applicants proficient in Microsoft Office Access software.

SELECTION/SKILLS TESTS REQUIRED 15

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION Yes Nο 16

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION 17

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18 \$1261 - \$1699 Biweekly \$32,786 - \$4 \$32,786 - \$44,174 Annually

18 **OPENING DATE** May 17, 2006

CLOSING DATE OPEN UNTIL FILLED 19

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.

An equal opportunity employer